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CONFIDENTIAL

11 February 1964

MEMORANDUM FOR: Deputy Chief, CI Staff

FROM : Chief, Professional Recruitment Branch

SUBJECT : Field Recruitment Procedures for Clandestine Requirements.

1. All members of the Agency recruitment staff are overt employees. Area field recruiters are identified locally as official representatives of the personnel office in Washington, D.C. Area field recruiters are widely known in the academic centers and among local recruitment sources.

2. Covert recruitment requirements are detailed on requisition Form No. 1078. Instructions for approach and definitive requirements are followed as set forth in this requisition submitted by the Personnel Operations Division.

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[REDACTED]

able. It is always possible to assign a recruiter from another area for a given clandestine recruitment assignment. A substantial portion of clandestine requests in the form of requisitions have been "spotting assignments."

4. Where an interview is requested, a formal report is submitted on the individual screened. [REDACTED] for official cover assignments.

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5. In all clandestine recruitment assignments to the field, the exact procedure, information requested and evaluation, is followed as defined on the recruitment requisition.

[REDACTED]

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